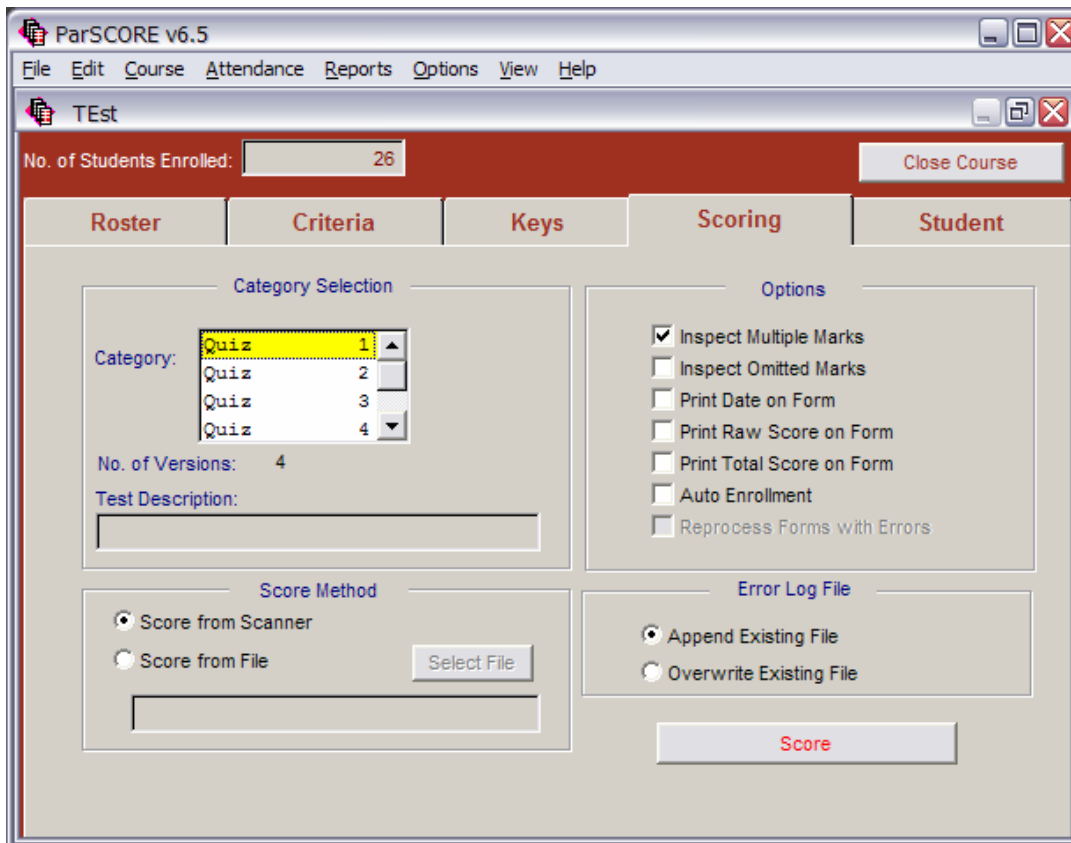


PARSCORE TEST SCORING AND ANALYSIS GUIDE

- I. Set Up Scoring Preferences
- II. Scan Answer Key
- III. Score Tests
- IV. Print Reports
- V. Shut down

I. Set up Scoring Preferences

- a. Go under Options to Enrollment Setup and be sure that length of student ID is set correctly (Length of Student ID = 8 if using n numbers).
- b. Go to the Scoring tab, and set options as desired. Take care to identify the correct test from the list under Category Selection. If you mistakenly select another test, and it has an identical version number and the same number of test questions, ParSCORE scores answer forms as if the correct test has been selected.



- **Inspect Multiple Marks** (In cases when students marks may not be clear, ensures that the most reliable and valid test information are obtained during the scanning process. If this check is selected, you can make corrections during the scoring session.)
- **Inspect Omitted Marks** (In cases when no mark is read, selecting Inspect Omitted Marks ensures that the most reliable and valid test information are obtained during the scanning process. You can edit and continue scanning, or have the program process the omitted mark as an error.)
- **Print Date on Form**

- **Print Raw Score on Form** (Essay points and question weighting are not included in this total)
- **Print Total Score on Form** (includes all points as marked on form and weighting as indicated in gradebook)
- **Auto Enrollment** (Selecting the Auto Enrollment check box allows for automatic enrollment of any student without an existing student enrollment record.)

II. Scan Answer Key

- Ensure the Scantron machine is powered on and place key(s) in hopper.
 - Gently depress the input hopper tray to lower it into position for loading forms.
 - Place forms in tray with timing tracks (black bars) closest to front.
 - Place paperweight on top of the forms.
 - Press the hopper tray again to raise it into position for scanning.
- Click the Keys tab.

Intro to Ed Tech

No. of Students Enrolled:

Roster Criteria **Keys**

Show Partial Credits

Item	Answer	Points	Penalty	Bonus									

- If your test includes items with multiple marks, select the correct option for scoring multiple marks (AND: A+B or OR: AB).

Category:

Subjective Score:

Version:

Add Remove

Set scanner to treat all multiple marks as:

And (e.g. A+B) Or (e.g. AB)

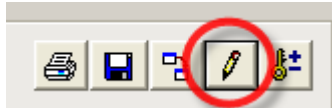
Test Description:

Scan Keys Rescore Roster

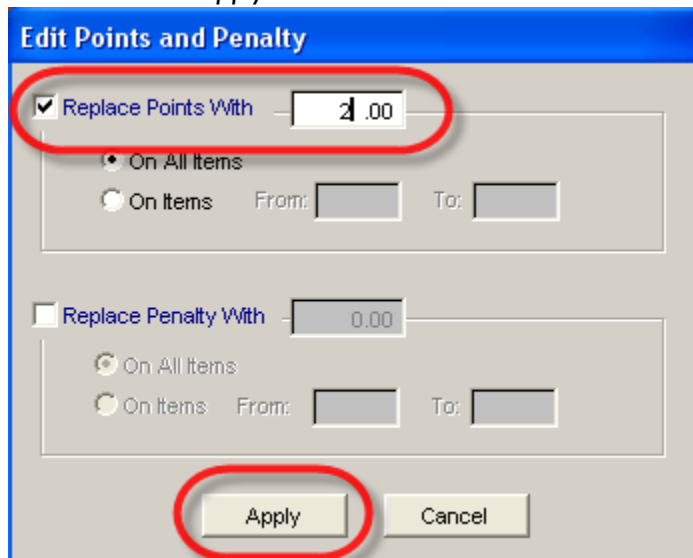
- d. Click the Scan Keys button.



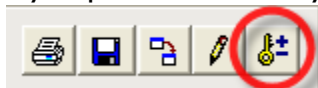
- e. Press the END (Blue) button on the scanner when finished.
f. To ensure your answers were scanned accurately go to the Keys tab and select desired test / form and spot check.
g. To change the possible points for each item, click the *Edit Points and Penalty* icon.



Check the box next to *Replace Points With* and enter the correct number of points in the box. Click *Apply*.



- h. If you prefer to manually enter an answer key, click the *Edit Answer Keys* icon.



Click Add.

- a. Go to the Reports menu (on the top menu bar). Select the desired report: (Roster, Student Enrollment, Item Analysis, Grading Criteria, Answer Key, Course List, Class Response, Individual Test, Score Distribution, or Error Log)
Examples: <http://www.unf.edu/dept/cirt/tech/parscore.htm>
- b. Identify the desired options Select Print.

V. Exporting ParScore Grades into Excel File

- a. Go to **Options >> Export Wizard**
- b. In the **File Type** box select **Microsoft Excel 5.0**.
- c. Select the **Student ID** and other desired fields and the desired **score column**.
- d. Click **Export**.
- e. Save as desired.

VI. Shut Down

- a. Exit from PARSCORE.
- b. Shut Down the computer.
- c. Turn off and cover scanner.